Evergreen Shores Beach Club
Homeowner's Association

Keycard Policy

Evergreen Shores Beach Club
7540 Lakeside Street, SW, Olympia, WA 98512

Effective Date: December 1, 2025

For more information, please contact the community manager identified in Attachment 1.

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Keycard Policy

Evergreen Shores Beach Club
7540 Lakeside Street, SW, Olympia, WA 98512

Effective Date: December 1, 2025

PURPOSE OF THIS DOCUMENT

This document explains how Evergreen Shores Beach Club (ESBC) members can get and use keycards to access the community park and its amenities. It also explains when keycards will be activated, deactivated, or reactivated.

This policy replaces all previous versions. It becomes effective immediately after it is approved by the ESBC Board of Trustees on December 1, 2025, and signed by the Board President or their designee.

A keycard is required to enter the ESBC community park at 7540 Lakeside Street SW and to use any park amenities, including the playground, basketball court, swimming pool, cook shed, and clubhouse.

Starting in December 2025, and again each July, ESBC will review all member accounts in its management system.

- Keycards will remain active for members whose accounts are paid and current.
- Keycards will be deactivated for members who are behind on payments.
- Once an account is brought current, the member's keycard will be reactivated.

WHO DOES THIS POLICY APPLY TO?

This policy applies to homeowners in the following areas of Evergreen Shores Beach Club:

Division I – Recorded on November 6, 1968 (Recording #721108 at Thurston County).

Division 2 – Recorded on April 11, 1969 (Recording #799274 at Thurston County).

Division 2A – Recorded on October 27, 1969 (Recording #811531 at Thurston County).

Division 3 – Recorded on December 30, 1969 (Recording #814860 at Thurston County).

I. DEFINITIONS OF TERMS

Board of Trustees (Board) - The ESBC by-laws provide for selection of a group of ESBC homeowners to make decisions regarding operation and administration

of the ESBC Homeowners Association and amenities owned or managed by ESBC.

ESBC Homeowners Association (Association) - A Washington State not-for-profit organization made up of ESBC members.

Member - A member is defined as a homeowner or lot owner in ESBC. The official member is the person(s) listed as the property owner in Thurston County records.

Member in Good Standing - A Member who is current on all HOA annual assessments and has a balance in the operations management platform (Attachment 1) of other charges less than $100.00..

II. WHO IS ELIGIBLE FOR ESBC KEYCARDS?

A. Members in Good Standing - Homeowners and lot owners whose accounts are current are eligible to receive up to two (2) keycards per lot at no charge.

B. Members on Approved Payment Plans - Members who have an approved payment plan and are current with all scheduled payments under that plan are also eligible to receive a keycard.

C. Ineligible Entities - Banks, financial institutions, and property management companies are not eligible to receive keycards for the lots they own or manage.

III. HOW MANY KEYCARDS ARE ISSUED?

A. Included Keycards - Each lot is eligible to receive two (2) keycards at no charge to the homeowner.

B. Additional Keycard Purchase - Each lot owner may purchase one (1) additional keycard, allowing for a maximum of three (3) keycards per lot.

IV. COST OF NEW OR REPLACEMENT KEYCARDS

A. New Keycard - A new keycard may be purchased for $50.00, plus an administrative charge of $25.00 per total transaction.

B. Additional Keycard Purchase

Members may purchase one (1) additional keycard for each ESBC property owned, for a maximum of three (3) keycards per lot.

Each additional keycard costs $50.00, plus a $25.00 administrative fee per transaction.

C. Replacement Keycard

1. Lost or Stolen Card - A replacement keycard will cost $50.00, plus an administrative charge of $25.00.
2. Non-Working Card - If a card stops working, a new keycard will be issued at no cost, provided the non-working card is returned to ESBC. The $25.00 administrative charge will still apply.

V. WHAT ARE THE ESBC PARK HOURS?

Keycards will open both the vehicle and walk-in gates from 5 AM to 10 PM daily.

VI. CAN RENTAL TENANTS GET KEYCARDS?

A. Property Ownership Requirement - Keycards will be issued only to individuals listed as owners on the Thurston County property ownership record.

B. Tenant Use of Keycards - Homeowners who rent their ESBC properties and have rental agreements or leases of 12 months or longer may provide their keycards to their tenants for use during the rental period.

1. Short-Term Rentals – Tenants of short-term rentals (less than 30 consecutive nights) are not eligible to receive or use ESBC keycards.
2. Homeowner Responsibility – Homeowners who allow tenants to use their keycards are responsible for any costs, damages, or violations resulting from their tenants' use of ESBC facilities.

VII. KEYCARD TRANSFER WHEN AN ESBC PROPERTY IS SOLD.

A. Expectation for Transfer - The Association expects that keycards will be transferred to the new homeowner as part of the home purchase process within the Evergreen Shores Beach Club (ESBC).

B. If Keycards Are Not Transferred - If keycards are not provided at the time of sale, the new owner may purchase up to three (3) keycards per lot at a cost of $50.00 per keycard, plus a $25.00 administrative fee per total transaction.

VIII. BOARD MEMBER ACCESS TO GATE REMOTE DEVICES

A. All Board members will be eligible to have a remote device that can open the vehicle gate.

B. Board members will return their remote device at the conclusion of their term on the board.

C. Failure to return the remote device, or returning a damaged remote device, will result in a $100.00 fine applied to their account in the operations management platform.

IX. CAN HOSTS OR DESIGNATED HOSTS GET A REMOTE DEVICE FOR AMENITY RENTAL EVENTS?

A. A remote control to operate the vehicle gate is located by the clubhouse entrance for guest use.

B. There will be a $500.00 fine for tampering with – or removing – the remote control.

C. Other remote devices will not be available for individuals renting amenities.

X. CAN PEOPLE DOING WORK FOR ESBC GET A KEYCARD?

A. Vendors and service providers will receive a private code to open a real estate lockbox, giving them access to a keycard.

B. Companies that need frequent access to the park will be issued a keycard to facilitate their access.

XII. SUSPENSION OF KEYCARD PRIVILEGES

A. The ESBC Board of Trustees reserves the right to suspend keycard access for any homeowner, lot owner, or tenant who violates ESBC rules or this policy.

B. Keycard privileges may be suspended for any of the following reasons:

1. Assaultive or Threatening Behavior – Engaging in assaultive, abusive, or threatening conduct toward other members, guests, or ESBC staff.
2. Speeding – Failure to obey the posted speed limit of 10 MPH within the ESBC park.

3. Unauthorized Entry – Allowing unauthorized individuals to enter the ESBC park by following you through a gate or entrance.
4. Unauthorized Keycard Use – Loaning a keycard to a member who is not eligible to have one or to any person who does not reside within ESBC.
5. Unsafe Conduct – Engaging in behavior that could result in injury to persons or damage to property.
6. Vandalism or Property Damage – Vandalizing or intentionally damaging park grounds, facilities, fencing, lighting, or security devices.

1st Violation	**2nd Violation and Subsequent Violations**
Warning	Suspension of keycard for up to one year.

FOR MORE INFORMATION, PLEASE CONTACT THE COMMUNITY MANAGER IDENTIFIED IN ATTACHMENT 1.

Approved by ESBC Board of Trustees on December 1, 2025.

T. S. Wilson
Signature of Board President or Designee

12-1-25
Date

Terry Wilson
Printed Name

ATTEST:

Scott Walker
Signature of Board Secretary or Designee

12/1/25
Date

Scott Walker
Printed Name

ATTACHMENT 1 – CURRENT CONTACT AND OTHER INFORMATION REGARDING THIS POLICY – CURRENT AS OF DECEMBER 1, 2025

This attachment provides additional detail regarding contact information and processes, products, processes, processes, or services referenced in the policy.

Operations management platform used by the association (either cloud-based, online, online or software based)

The current service used is the PayHOA platform.

Community management company

Contact Robert Mendel, Community Manager, for all inquiries concerning ESBC.

Bighorn Management, LLC
Robert Mendel, Community Manager
215 Legion Way SW
Olympia, WA 98501
(360) 780-3279
info@bighornmanagement.com.

Architectural Planning Committee Application

The official Evergreen Shores Beach Club Homeowners Association complaint form is available for downloading at http://evergreenshores.org/Governing_Documents or on the PayHOA platform.

If accessing through the PayHOA platform, after signing into your account you will first click on the “Requests” menu item. Then, click on “Architectural Request”.

Mailing address for checks written to pay ESBC charges, including annual assessments, amenity rentals, fines, administrative fees, and late fees:

Evergreen Shores Beach Club, PO Box 94046, Las Vegas, NV 89193-4046

ATTACHMENT 2 – HOW TO REQUEST A KEYCARD

I. What Is The Process For Requesting A Keycard?

A. Contact the Community Manager - Members who wish to obtain keycards must contact the Community Manager (see Attachment 1 for contact information).

B. Eligibility Review - The Community Manager will verify keycard eligibility by reviewing the member's account balance in the association's operations management platform.

C. Payment and Delivery - If the member is eligible, the charges for the keycards will be added to the member's account in the operations management platform. Once payment has been received, keycards will be mailed to the address on file.

D. Accepted forms of payment:

1. Electronic Funds Transfer (EFT) – no charge
2. Credit card – the credit card company will add a charge of 3% of the transaction cost to your purchase.
3. Mail a check to the address shown in Attachment 1. There is no transaction cost for paying by check.

ATTACHMENT 3 – SUMMARY OF KEYCARD POLICY

Keycard Policy

Purpose - This policy outlines how ESBC members obtain, use, and maintain keycards for accessing the community park and its amenities at 7540 Lakeside Street SW, Olympia, WA. It defines eligibility, costs, replacement procedures, and conditions for suspension.

Key Points

Eligibility & Issuance

- Only property owners listed in Thurston County records are eligible for keycards.
- Members in good standing (accounts current or within $100 balance) may receive up to two free keycards per lot.
- One additional keycard may be purchased (maximum three per lot).
- Banks, financial institutions, and property management companies are not eligible.

Costs

- New keycard: $50 + $25 administrative fee per transaction.
- Replacement (lost/stolen): $50 + $25 admin fee.
- Replacement (non-working): No card cost if returned, but $25 admin fee applies.

Park Access

- Keycards operate vehicle and walk-in gates 5 AM–10 PM daily.
- ESBC reviews accounts every December and July; cards are deactivated for delinquent accounts and reactivated once current.

Obtaining a Keycard

- Members contact the Community Manager to verify eligibility and arrange payment.
- Payments accepted: EFT (no fee), credit card (3% fee), or check (no fee).

- Cards are mailed after payment is received.

Rental Tenants

- Homeowners may allow long-term tenants (12+ months) to use their keycards.
- Short-term tenants (less than 30 nights) are not eligible.
- Homeowners remain responsible for tenant conduct and damages.

Property Sales

- Keycards should transfer with the sale of the property.
- New owners may buy up to three new cards if not transferred.

Suspension of Keycard Privileges - The Board may suspend keycard access for rule violations, including:

- Assaultive or Threatening Behavior – Engaging in assaultive, abusive, or threatening conduct toward other members, guests, or ESBC staff.
- Speeding – Failure to obey the posted speed limit of 10 MPH within the ESBC park.
- Unauthorized Entry – Allowing unauthorized individuals to enter the ESBC park by following you through a gate or entrance.
- Unauthorized Keycard Use – Loaning a keycard to a member who is not eligible to have one or to any person who does not reside within ESBC.
- Unsafe Conduct – Engaging in behavior that could result in injury to persons or damage to property.
- Vandalism or Property Damage – Vandalizing or intentionally damaging park grounds, facilities, fencing, lighting, or security devices.

Penalties:

- 1st violation: Written warning
- 2nd or subsequent violations: Suspension of keycard privileges for up to one year.